



Lexington-Fayette Urban County Government

Request for Proposal # 11-2015

Design Services for Idle Hour Park Improvements

April 14, 2015

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elementdesign

400 Old Vine Street, Suite 206 - Lexington, Kentucky - 40507

P: 859.389.6533 F: 859.389.6534 www.element-site.com

Todd Slatin, Director
Division of Central Purchasing
Lexington Fayette Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Dear Mr. Slatin:

We appreciate the opportunity to submit our Design Services for **the Idle Hour Park Improvements Project**. For this project we have assembled a team of highly qualified professionals to provide the services outlined in your Request for Proposals. At Element Design, we pride ourselves on approaching all projects with professionalism and regard and stewardship for environment, people and special places.

LFUCG Experience

Our design process starts with a thorough investigation of the site and a complete understanding of the scope of your project and its effects on the immediate site and the larger neighborhood. Because we have provided site design and engineering services for the new LFUCG **Senior Center** and are currently working with LFUCG and the Division of Parks on the Idle Hour site, we believe we have the right knowledge of the existing conditions needed to hit the ground running and help bring consensus to the final design for the project elements.

In addition to our current work at the Senior Center, our recent LFUCG design experience includes the **Isaac Murphy Memorial Art Garden** and the ongoing **Gainesway Trail** project. We are familiar with LFUCG design procedures, as well as the necessary permitting through LFUCG agencies, including (but not limited to) **Engineering** and the **Division of Water Quality**. We are also very familiar with the requirements of obtaining the appropriate stream construction permit through the Kentucky **Division of Water**, and have successfully done so already for a portion of the construction of the Senior Center project. In short- we understand the process and what it takes to successfully manage your project.

Park Experience

In addition to our current work for LFUCG, other recent park experience includes multiple projects for the **City of Hopkinsville**, involving the development of over \$1.5M in park improvements for six inner city parks in downtown Hopkinsville. This work included trail development, recreation courts, park shelters, parking areas, signage, lighting, site improvements and the development of a pedestrian bridge over the Little River. Funding for the project was made available through Community Development Block Grant and involved careful coordination with local stakeholders and public agencies. The projects were successfully bid and constructed and have recently opened to the public.

Our design for the **Rebecca Street Community Garden** in Charleston, West Virginia further offered us the unique experience of working closely with a neighborhood based stakeholder group for the development of a brownfield site in inner city Charleston. This project involved Master Planning for a dynamic public garden space which supported the local "farm to table" movement in Charleston and further supported a neighborhood which has suffered from a high crime rate and rampant vandalism. The project involved a series of televised Public Meetings and included a dynamic public input process.

Element also served as the prime design consultant for the **Elizabethtown Sports Park**, a 29 million dollar tournament sport and recreation park complex that involved the development of a dozen structures, over 1,000 parking spaces across five parking lots, internal roadways, a 5K trail, multiple vehicular / pedestrian bridges, and the development of five created wetland areas, several within the floodplain, to manage and treat stormwater run-off.

Our Team

Ramona Fry, RLA, ASLA LEED AP BD+C will serve as **Principal in Charge** for our team. Ramona brings 15 years of experience in design and management for large and complex projects, including the Elizabethtown Sports Park. She has a thorough understanding of the issues and opportunities and has served as the project coordinator for many LFUCG projects. Ramona is also currently serving as the principal in charge for the **LFUCG Senior Center** project and she has a thorough understanding of challenges and opportunities involved with the continued development of the park.

Vaughan Adkins, LEED AP BD+C, KEPSC Certified Inspector will serve as our **Project Engineer**. Her background in watershed and storm water management, low impact development and permitting is the perfect fit for our team and for LFUCG. Vaughan has over 15 years of experience as a team Lead Civil Engineer. Her experience includes the management of the civil team in project investigation, documentation, design and construction. She is also currently serving as the Project Civil Engineer for the Senior Center.

Billie Motsch, Landscape Designer, will serve the team as the Landscape Design specialist. Billie has a strong background in the Nursery and Landscape Construction industry and she reviews and oversees landscape design projects and species selection and specifications for the firm. She will further assist the team with the development of plan graphics and construction documents.

Our Consultant

Cardno ATC will provide (as needed) **Geotechnical Engineering** services for the project. Cardno ATG is a professional infrastructure and environmental services company engaged in the development and improvement of physical and social infrastructure for communities around the world. Cardno ATC has local offices in Lexington, Louisville and Cincinnati and can provide vast project resources and immediate response while working closely with Element in the management of your project. Cardno further has extensive experience and background in environmental engineering projects in our region.

Service

We are committed to involving our clients in the planning and design process and pride ourselves in our ability to listen closely to your needs and desires. In essence, we act as facilitators to assist you in arriving at creative and functional solutions to engineering and design problems. We also firmly believe that while past experience and solutions are extremely important, each project is unique and requires that the planning and design process be sensitive and responsive to individual challenges and opportunities.

Why Us?

- We have recent experience with LFUCG on similar projects, and our team is currently working on site at the Senior Center
- We have extensive experience in park design and project management, including large scale projects
- We believe we excel at marrying creative solutions with technical expertise in the best interest of our clients and community.

Ask Our Clients

We encourage you to call our clients and ask them directly about our service. We know that they will tell you that we are good listeners, creative designers and completely dedicated to our clients and their projects from start to finish.

We sincerely appreciate the opportunity to provide you with our qualifications for this important project. If you should require any additional information, please give me a call at 859-389-6533.

Respectfully Submitted,



Ramona Fry, RLA, LEED AP BD+C
Principal

Section 1. Company History and Services

Element Design is one of Kentucky's most highly recognized Landscape Architecture, Planning and Civil Engineering firms. We strongly believe that the environment is dynamic and involves adaptation and change. As designers, we believe our work should also be transformational and responsive to client, environment and community. Element Design is the result of an earlier merger of several successful site design firms. Our firm principals have a combined 50+ years of experience in site planning and design.

We are also committed to a collaborative design process with project stakeholders, and a studio style environment within our office. We utilize research, creativity and technical experience to help us approach all projects in a holistic spirit. We believe in finding the greater message and understanding the full impact of any project within its greater context, with a commitment to the artful execution of the project within the built environment.

We offer professional design services for: **LANDSCAPE ARCHITECTURE + PLANNING + CIVIL ENGINEERING**

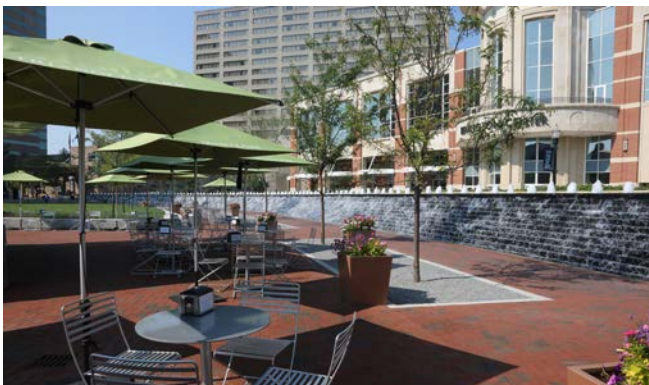
- Campus Master Planning & Design
- Commercial & Residential Landscape Design
- Construction / Contract Administration
- Construction Documents
- Cost Estimating
- Corridor & Main Street Master Planning
- Inventory & Analysis
- Land Planning & Zoning
- LEED Certification & Documentation
- LPA Project Administration
- Parks, Recreation & Trail Planning & Design
- Planting Plans
- Sanitary Sewer Design
- Signage & Way Finding Master Planning & Design
- Site Grading
- Site Planning & Design
- Site Visioning Graphics & Computer Modeling
- Sports Facilities Planning & Design
- Storm Sewer Design
- Urban & Streetscape Design
- Water Line Distribution Design



Elizabethtown Sports Park



University of Kentucky Children's Garden



Triangle Park



University of Kentucky Alumni Plaza

Section 1. Firm Experience

We believe **Element Design** is uniquely qualified to provide the specific services outlined in the RFP. Our recent experience serving as the Prime Consultant with renovation for six (6) **Inner City Parks** in downtown Hopkinsville and the **Elizabethtown Sports Park** demonstrated that we can manage the complexity of project management, community concerns, permitting, complex construction schedules and site design elements of specific relevance to the Idle Hour Park Improvements project including:

- The development and renovation of new and existing pedestrian trails connecting parks to adjacent neighborhoods
- Coordination of new trail and park lighting, design for park water distribution
- Development of Parking Areas AND wetland and detention areas for storm water management
- Permitting for storm management, as well as permitting through Division of Water for construction within the defined floodplain areas.

We have recently completed the **Site Civil Engineering** and **Landscape Architecture** associated with the new **LFUCG Senior Center**. As the Senior Center site is located within Idle Hour Park, we have a unique understanding of the issues associated with the Park and coordination between ongoing projects. We will be on site continuously as the Senior Center is being constructed and will be able to bring early understanding of the site and coordination issues to the project. Our geotechnical firm, Cardno ATC, also provided the recent geotechnical study of the Park, and has continued to provide recommendations for the Senior Center project based on their extensive knowledge of the site.

We have further recent LFUCG experience coordinating the **Isaac Murphy Memorial Art Garden**. This project demonstrates our flexibility in working with diverse public agencies and with passionate and engaged neighborhood groups. We are also currently working on the Gainesway Trail Project with LFUCG Engineering and the Division of Parks and Recreation, and understand concerns associated with the various stakeholders, as well as the need to coordinate with the larger community surrounding the Park.

Our experience with the **Rebecca Street Community Garden** in Charleston, West Virginia is an example of our experience in facilitating community involvement and input in park projects. We utilized public meetings as well as online surveys to present ideas and gather feedback that helped inform the ultimate park design. Parks are essentially civic spaces at heart, and we believe the extent to which we can facilitate ownership and stakeholder buy-in greatly influences the success of park projects.



LFUCG Senior Citizen's Center



Elizabethtown Sports Park

Section 1. References and Awards(Item 2.I)



Award Winning Projects

- 2015 Kentucky Chapter ASLA - Award of Excellence
The Kentucky Children's Garden - Lexington, KY
- 2015 Kentucky Chapter ASLA - Merit Award for Design
University of Kentucky Alumni Plaza Renovation - Lexington, KY
- 2015 Kentucky Chapter ASLA - Merit Award for Design
Morehead State University Master Plan - Morehead, KY
- 2014 American Public Works Association
Design Honor Award Parks Category
Hopkinsville Downtown & Inner-City Park - Hopkinsville, KY
- 2013 Kentucky Chapter ASLA - Honor Award for Design
Elizabethtown Sports Park - Elizabethtown, KY
- 2013 Kentucky Chapter ASLA - Honor Award for Design
University of Kentucky - Alumni Plaza Renovation - Lexington, KY
- 2013 Kentucky Chapter ASLA - Honor Award for Design
Western Kentucky University - Centennial Mall - Bowling Green, KY
- 2012 KRPS Facility Award
Elizabethtown Sports Park - Elizabethtown, KY
- 2011 Kentucky Chapter ASLA - Merit Award for Design
The BCTC Newtown Pike Campus - Master Plan - Lexington, KY
- 2010 Environmental Commission Award
Kentucky Horse Park Stream Vegetation Project - Lexington, KY
- 2005 SPEAS International Airport Award
Blue Grass Airport Versailles Road Mural Design - Lexington, KY
- 2004 Kentucky Chapter ASLA - Design Merit Award
Bluegrass Airport Versailles Road Mural Design - Lexington, KY
- 1996 Kentucky Chapter ASLA - Merit Award for Design
Outdoor Classroom Linlee Elementary School - Lexington, KY
- 1994 Kentucky Chapter ASLA - Merit Award for Design
Hopkinsville Community College Master Plan - Hopkinsville, KY
- 1993 Special Recognition Award for Design
UK Medical Center Plaza Sculpture Garden - Lexington, KY
- 1992 Kentucky Chapter ASLA - Design Recognition Award
Florence Nature Center Plaza Design - Florence, KY
- 1991 Kentucky Chapter ASLA - Design Recognition Award
Spalding University Sculpture Garden - Louisville, KY
- 1990 Kentucky Chapter ASLA - Design Honor Award
Environmental Sculpture -University of Kentucky - Lexington, KY

References:

Keith Lovan
LFUCG
101 E. Vine Street, 4th floor
Lexington, KY 40508
859.258.3478
klovan@lexingtonky.gov

Holly D. Boggess, AICP
Assistant Director
Community &
Development Services
101 North Main Street
P.O. Box 1125
Hopkinsville, KY 42241
270.887.4285

Michelle Kosieniak, RLA
Supt. of Planning & Design
LFUCG
Division of Parks and Rec
469 Parkway Drive
Lexington, KY 40504
859.288.2982
michello@lexingtonky.gov

Chuck Saylor
LFUCG Municipal Engineer Sr.
Division of Engineering
101 East Vine Street, Suite 300
Lexington, Kentucky 40507
859.258.3410
chucks@lexingtonky.gov

Section 1: Firm Qualifications, Project Approach and Capacity (Items 2.f,j,k)

Firm Qualifications

Element Design is a full service site firm including landscape architecture, planning and civil engineering. Our main office is located in downtown Lexington, Kentucky, within five minutes drive of the project site. All work, excluding geotechnical services, will be performed in this office.

Element's design principals have a combined 50+ years of experience in site planning and detailed design, including a long list of successful projects completed for LFUCG, and within Fayette County. The majority of our work is for public clients, including LFUCG, the Kentucky Finance Cabinet, the University of Kentucky and the Kentucky Community and Technical College System, in addition to numerous other college, university and municipal clients throughout the State and the region. A list of successfully complete recent projects is included in this proposal.

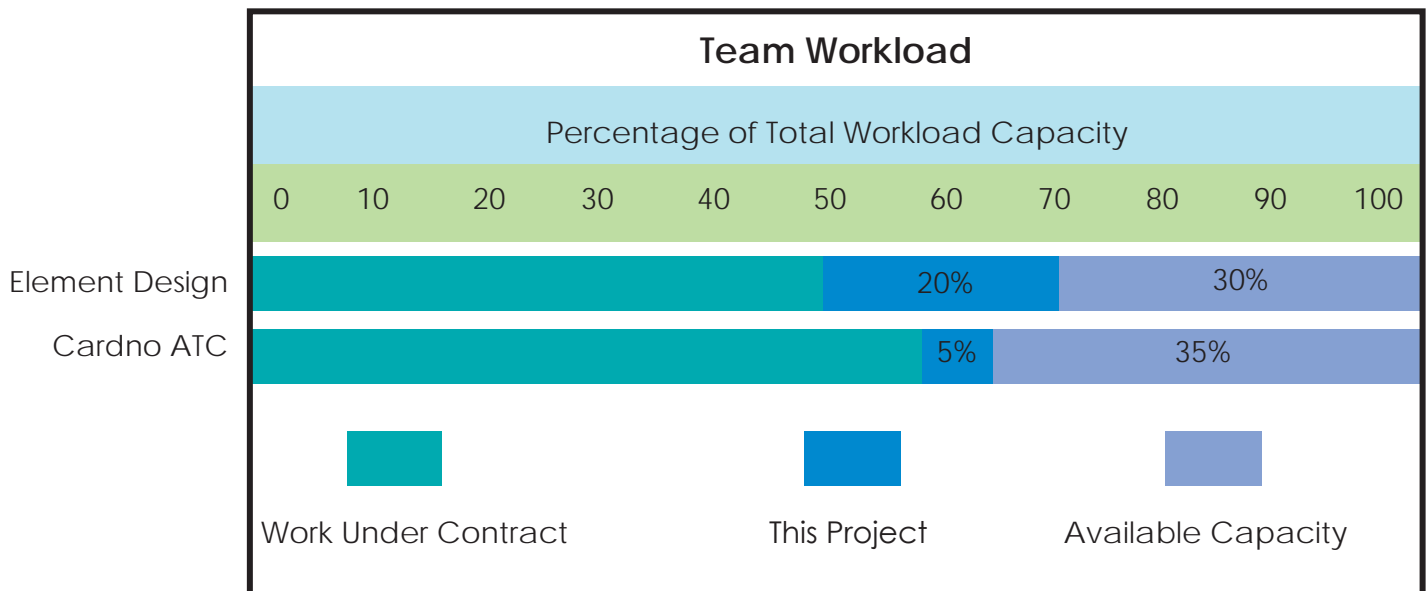
Project Approach

At Element, we specialize in site planning and design and offer complete site civil services. We have assembled the team that we believe provides the best combination of LFUCG and site specific experience and technical skill for this project. We understand the issues associated with design and fast track projects and what is needed from the whole team - Owner, Design and Contractor: communication and responsiveness. Our extensive experience facilitates the ability to move forward on a project quickly. Additional information about our approach to work scope and schedule can be found in Section 4 of this RFP

In addition to technical skill and experience, Element is committed to design that offers a high degree of input from stakeholders- we believe in generating multiple ideas early, to allow for the maximum degree of stakeholder input. We also specialize in creative solutions to integration of pavements, landscape materials, and approaches to storm water quantity and quality management. The degree to which these are implemented is ultimately quite flexible, without diminishing the success of the project. We strive to create designs that are functional and beautiful, educational, and cost effective. We firmly believe many 'greener' solutions do not need to be expensive solutions and are adept at designing sites that maximize best management solutions and budget.

Capacity

Our team currently have the capacity available to start your project today. We have reviewed the Preliminary Schedule as outlined in the RFP. We believe the project time frame given is adequate for design and Owner review. Because we are currently working on site and with many of the project stakeholders, we believe we will be able to start the project quickly- we already understand the site and many of the issues at hand and can move to meet the schedule most efficiently.



Section 1. Customer Satisfaction and Quality Control (Items 2. c,d)

Customer Satisfaction

At Element, we believe our Number 1 measurement of customer satisfaction is repeat clients. Because we view our clients' desire to work with us repeatedly as the best measure of our success, we note that we are currently working for the following public agencies here in Fayette County:

- Lexington Fayette Urban County Government
- Commonwealth of Kentucky- Finance Cabinet, Division of Engineering & Contract Administration
- University of Kentucky
- Kentucky Community & Technical College System, Bluegrass Community and Technical College, Newtown Campus

We have a long history of projects working for the Urban County Government, specifically including trails, parks, corridor planning and site development. We served as the prime consultant for the recently completed Isaac Murphy Memorial Art Garden (IMMAG). Currently, we are the designer of record for the Gainesway Trail Project, which is anticipated to be bid for construction this spring. Both of these projects has also required coordination with additional agencies, including the Kentucky Transportation Cabinet's District 7 office, regarding the Local Public Agency (LPA) submittal required as part of the project.

We are also presently working as the site designer and engineer for the new LFUCG Senior Center, which will be a LEED project. The design and engineering for the Senior Center includes coordination and permitting across multiple agencies, including LFUCG, Kentucky American Water and Kentucky Division of Water for permitting. The Senior Center is currently under construction, having recently bid and at 10% below the project budget.

We are also currently in the process of developing a more formal, on-line survey for client input. While still under development, will include measurement related to Client satisfaction with design solutions, inclusive process, our ability to listen and respond to clients, meet schedule and budgets, management of project team, contract administration and how projects have performed long-term. We hope to have this survey available to clients by summer, 2015.

Quality Control

As Element Design is providing both Site Civil Engineering and Landscape Architectural Design, team coordination and quality control will be accomplished through our weekly In-House Project meetings. Element Design will coordinate with our consultants on an As-Needed basis to insure that the design documentation, construction documentation and all subsequent Construction Administration services exceed the expectations of the LFUCG. When necessary, team coordination and client meetings will be held at our Lexington based offices.

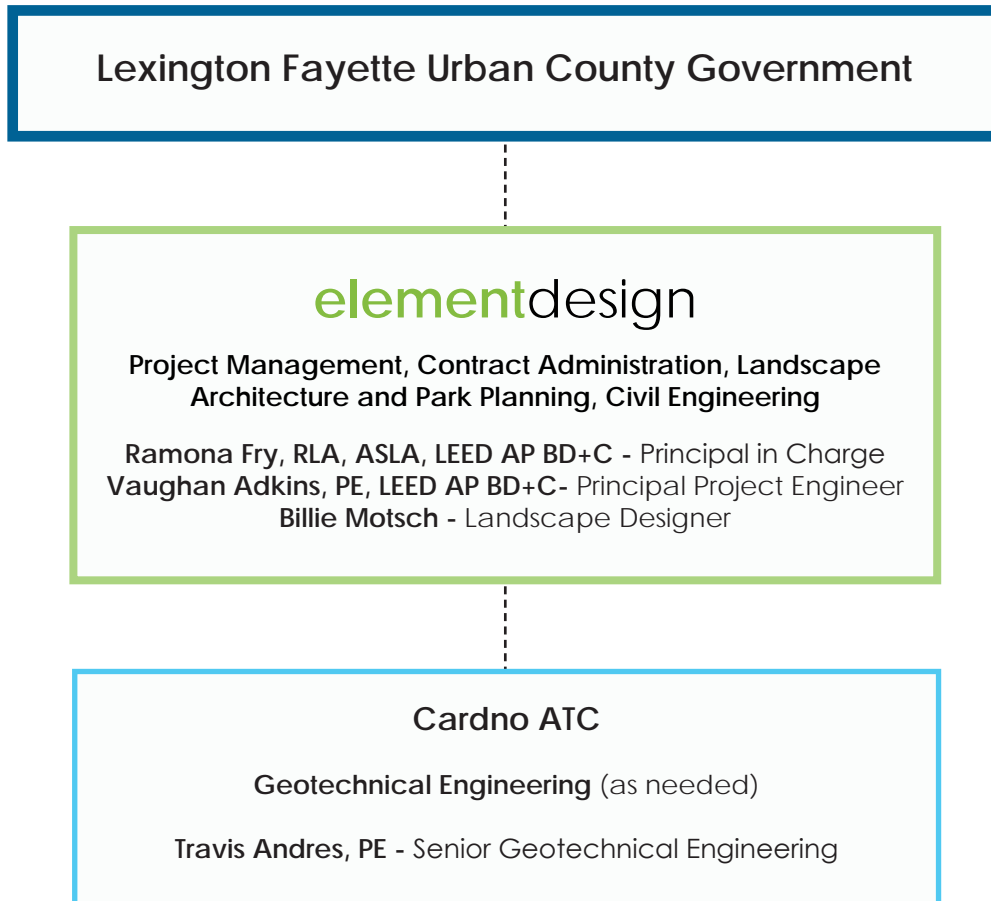
Cardno ATC is a professional infrastructure and environmental services company engaged in the development and improvement of physical and social infrastructure for communities around the world. With over 200 offices in the Americas and 300 offices worldwide, Cardno provides clients with access to 8,200 professionals focused on delivering customized solutions. Cardno is currently ranked No. 8 in the Engineering News Record's Top 20 Engineering Management Firms.

In addition to this ranking, Cardno believes strongly in COMMITMENT TO SAFETY – ZERO HARM Safety is one of **Cardno ATC's** core values and these core values shape the way we work as individuals and as an organization. We aim to conduct our quality of business in a way that protects our people, clients, visitors and members of the public from harm on any worksite that we are involved with. We are committed to achieving our Zero Harm goal by continually improving our safety systems and vigilance at our workplaces. Through strong leadership and employee participation we seek to implement and reinforce this core value on every job, every day

Section 2: Team Roles & Organization

Element Design will serve as prime consultant, coordinating the entire team and being responsible for overall project success. Element will provide services that include project management, agency coordination, team communication, public / community participation, landscape design, civil engineering, construction documentation, bidding, and contract administration.

Element Design employs 5 licensed Landscape Architects and one Landscape Designer. Element Design also holds a current Engineering Permit with the Commonwealth of Kentucky, license number 2811. Vaughan Adkins, PE, LEED BD+C serves as the Project Engineer for Element Design.



Note:

Our consultant has been included for this project and will serve on an as needed/ as requested basis. As allocated by LFUCG, cost for geotechnical services have been included.

Section 2: Team Roles & Organization

Element Design

400 Old Vine Street, Suite 206
Lexington, KY 40507
859.389.6533
www.element-site.com

Ramona Fry, RLA, ASLA LEED AP BD+C - Principal in Charge - Project Manager - ramona@element-site.com

Ms. Fry is a licensed Landscape Architect with 15 years of experience managing projects both as a subconsultant and the prime project manager. As a Landscape Architect, she brings a unique design sense and passion for integrating form, function and beauty into the landscape. She served as the Prime Project Manager for the \$30 million dollar, 160 acre Elizabethtown Sports Park, where she oversaw subconsultants including architectural, structural, mechanical, electrical and transportation engineers.

Ramona also served as the project manager for the \$4 million dollar Kentucky Horse Park Pedway, which included renovation of pavements, new parking areas, construction of permeable pavement systems and the addition of storm water infiltration systems. Her experience includes extensive design experience in integrating storm water management with landscape design features, including the integration of permeable pavements, biofiltration, native landscape development, as well as integration of public art and interpretive / educational signage.

Vaughan Adkins - P.E., LEED AP BD+C, KEPSC Certified Inspector - vaughan@element-site.com

Ms. Adkins will serve as our Project Engineer. Ms. Adkins is a licensed Civil Engineer with over 15 years of experience. Her experience includes the management of teams in project investigation, documentation, design and construction for civil engineering projects. Her background in watershed and storm water drainage, infiltration and permitting is the perfect fit for our team and for LFUCG. She has experience developing a consensus among a team of professionals to achieve LEED certification on several projects. Vaughan will lead the engineering component, assisting in delivering a project that meets the goals and requirements of the RFP, and also addressing stake holders and community interests and concerns.

Billie Motsch - Landscape Designer - billie@element-site.com

Ms. Motsch is a Landscape Designer with approximately 10 years of experience who has recently assisted in the design and development of the landscape plan and details for the LFUCG Senior Center. Her understanding of the project site and the surrounding area will help assist in the design and development of the park. Ms. Motsch's will assist in the production of graphics and construction documents, helping the team to ensure successful completion of the project.

Cardno ATC

5480 Swanton Drive
Lexington, KY 40509
859.263.2855
www.cardnoatc.com

Travis Andres, P.E. - Geotechnical Engineer (as needed)

Mr. Andres will lead review of existing geotechnical studies in conjunction with planned developments to determine applicability and necessity of additional information. As required, Mr. Andres will develop a phased program of geotechnical investigation to provide appropriate understanding of site conditions in the context of proposed development, and to ascertain the occurrence, distribution, and engineering properties of site soil/rock sufficient for design/construction of the proposed development. It is anticipated that field investigations may include site reconnaissance, advancement of test borings, and testing of earth materials recovered from test borings for engineering properties. Soil test borings will be logged in the field by a geotechnical engineer and appropriate samples will be analyzed to measure soil geotechnical factors. Mr. Andres will lead review, assembly, and interpretation of collected data to result in a technical report regarding condition of the dam and including recommendations for any required corrective measures.

Section 2: Key Personnel Experience



Ramona Fry, RLA, ASLA, LEED AP BD + C

Ramona is a registered Landscape Architect with fifteen years of experience in project design and management. Her professional experience includes master planning, site design and development, preparation of construction documents and contract administration.

Ramona has a wide variety of project management experience that includes plazas, parks, sports facilities, campus planning and design and site development. Recent clients include the Commonwealth of Kentucky, the University of Kentucky, Berea College, the Kentucky Community and Technical College System (KCTCS), and the Kentucky Horse Park.

Recent Experience:

LFUCG Senior Center - Lexington, KY

Gainesway Trail - Lexington, KY

Rupp Arena and Convention Center - Lexington, KY

Elizabethtown Sports Park - Elizabethtown, KY

Kentucky Horse Park New Outdoor Arena - Lexington, KY

Kentucky Horse Park Pedway Repairs, Replacement & Upgrade - Lexington, KY

University of Kentucky Alumni Plaza Renovation & Rooftop Garden - Lexington, KY

University of Kentucky College of Pharmacy Building - Lexington, KY

Morehead State University Master Plan - Morehead, KY

Jefferson Community and Technical College - Seminary Building - Louisville, KY

Jefferson Community & Technical College - Carrollton County Campus Phase 1 Building and Campus Master Plan - Carrollton, KY

Morehead State University New Residence Halls - Morehead, KY

Freed Hardeman University Master Plan - Henderson, TN

Kentucky Transportation Cabinet Central Office Building - Frankfort, KY

Berea College John G. Fee Glade - Berea, KY

Berea College Master Plan Update - Berea, KY

Berea College Indian Fort Sustainable Parking Renovation - Berea, KY

Registration: Landscape Architect – Kentucky, #661

Certifications: LEED AP BD+C

Education:

University of Kentucky
Bachelor of Science in
Landscape Architecture, 1999.

Idaho State University
Bachelor of Arts in Education,
1994.

Professional Experience:

Element Design, PLLC
(formerly M2D Design Group)
Senior Partner / Principal
Landscape Architect
2008-Present

McIlwain + Associates
Landscape Architect
2000- 2008

Adjunct Faculty
University of Kentucky
2002

Louisiana State University
College of Design
Graduate Assistant
1999-2000

Section 2: Key Personnel Experience



Vaughan Adkins, PE, LEED BD + C

Vaughan is a registered Civil Engineer with over 15 years of experience in grading, drainage, potable water distribution supply and treatment, sanitary sewer collection and treatment, and structural design. Her former experience specialized in DOD contracts for over 12 years in at least 25 different states. This work ranged from highway and building structures to utility and stormwater design and permitting.

Vaughan has proven her ability to adapt to changing environments and thrive as part of diverse teams. The diversity of experience she possesses lends itself to coordinating and communicating with other professionals.

Registration:

Kentucky, PE # 24737
Tennessee, PE
Colorado, PE 43695
Nebraska, E-14597
Florida, PE-76299

Certifications: LEED AP BD+C
Certified KEPSC Inspector

Education:

West Virginia University,
Morgantown, WV
Master of Science
Civil Engineer,
Cum Laude, 1998

Bachelor of Science
Civil Engineer,
Magna Cum Laude, 1996

Professional Experience:

Element Design, PLLC
(formerly M2D Design Group)
Civil Engineer
May 2014-Present

Mason & Hanger Group, INC,
A Day and Zimmerman Group,
Civil Engineer
2004 – 2013
Structural Engineer
1999-2003

Brown & Kubican, PSC,
Lexington, KY

Structural Engineer
January 2003- October 2003

Project Experience:

LFUCG Senior Center - Lexington, KY

Eastern Kentucky University New Science Building - Richmond, KY

Eastern Kentucky University Ashland Building - Richmond, KY

Jefferson Community and Technical College - Seminary Building -
Louisville, KY

Jefferson Community & Technical College - Carrollton County
Campus Phase 1 Building - Carrollton, KY

March Indoor Training Range, LEED Silver Certified, March AFB, CA*

Army Reserve Center - Kingsville, TX*

Army Reserve Center - Colorado Springs, CO*

Naval Air Station (NAS) - New Orleans, Belle Chasse, LA*

Marine Corps Logistics Base (MCLB) - Albany, GA*

Niagara Indoor Firing Range and Niagara Air Reserve Base -
Niagara, NY*

Veterans Administration - Danville, IL*

Pohakuloa Training Area, Battle Area Complex - Big Island Hawaii, HI*

Schofield Barracks, Battle Area Complex - Island of Oahu, HI*

Patrick Air Force Base - FL*

Security Enclave Project - Bangor, WA*

* Work completed while employed by firms other than Element Design

Section 2: Key Personnel Experience



Billie Motsch

Billie is a landscape designer who graduated with a Bachelor of Science in Landscape Architecture from the University of Kentucky. She has over 10 years of experience in planning, landscape architectural design and development of construction documents. Her experience includes commercial, residential, military and industrial planning and design.

Billie is an experienced project manager with the ability to take projects from design concept through construction completion. Ms. Motsch has also assisted with LEED documentation/certification for numerous projects in Louisville and Virginia.

Education:

University of Kentucky
Bachelor of Science in
Landscape Architecture, 2005

Work Experience:

Element Design, PLLC
Junior Partner / Landscape
Designer
2012-Present

M2D Design Group, PLLC
Landscape Designer
2011-2012

Mindel, Scott and Associates
Landscape Designer
2005-2011

Project Experience:

LFUCG Senior Center - Lexington, KY

Gainesway Trail - Lexington, KY

Shillito Park Tennis Court Renovation - Lexington, KY *

LFUCG Landscape Architecture Services for Non-Paved Site
Restoration
Lexington, KY

Bluegrass Community & Technical College Newtown Pike North
Campus Lexington, KY

Department of Veterans Affairs Medical Center - Lexington, KY

VA Hospital Renovation/Demolition - Lexington, KY

Deep Springs Elementary School Renovation- Lexington, KY

Breckinridge Elementary School Renovation - Lexington, KY

Kentucky Community and Technical College System Office - Planting
Master Plan - Versailles, KY

Kentucky Community and Technical College System Office - Phase 1
Entrance & Landscape Development - Versailles, KY

Gardenside Baptist Church - Lexington, KY

Hopkinsville Inner-City Parks Project - Hopkinsville, KY

Downtown Streetscape - Hopkinsville, KY

Walnut Street Park - Hopkinsville, KY

Section 3: List of Recent Relevant Projects (Item 2.h)

Element Design Recent Project List (with Cost and Reference)

- **LFUCG Senior Center** - Cost: \$ 8.9M, Joyce Thomas, Administrative Officer Senior, LFUCG, 859.258.3054
- **Elizabethtown Sports Park** - Cost: \$ 29M, Jana Clark, Elizabethtown Sports Director, 270.765.2175
- **Triangle Park Renovation** - Cost: \$ 1.3M, Steve Grossman, 859.219.4260
- **Hopkinsville Inner-City Parks Design and Revitalization** - Cost: \$ 1.0M
Holly Boggess - AICP - Assistant Director & Downtown Renaissance Director 270.887.4285
- **The Isaac Murphy Memorial Art Garden** - Cost: \$ 3,500 (Schematic Design)
Keith Lovan, P.E. LFUCG, Engineering, 859.258.3478
- **Rupp Arena and Lexington Convention Center** - Cost: \$ TBD
- **University of Kentucky Alumni Plaza Renovation** - Cost: \$ 750,000
Ned Crankshaw, UK Chair of Landscape Architecture 859.257.7295
- **Gainesway Trail** - Cost: \$ 400,000 Michelle Kosiniak, Parks & Recreation Planning & Design 859.288.2979
- **Shillito Park Trail** - Cost: \$ 1.2M Michelle Kosiniak, Parks & Recreation Planning & Design 859.288.2979
- **Jacobson Park Trail** - Cost: \$ 780,000 Michelle Kosiniak, Parks & Recreation Planning & Design 859.288.2979
- **Kentucky Horse Park - Cane Run Watershed Restoration** - Cost was part of the KYHP Master Plan
Amanda Gumbert, UK College of Agriculture 859.257.6094
- **Kentucky Horse Park Pedway Project** - Cost: \$ 3.5M
Butch Hatcher, DECA, 502.564.3155 and Lindsey Flora, The Kentucky Horse Park, 859.259.4299
- **Chevy Chase Intersection Traffic Safety and Streetscape Redesign** - (Feasibility Study Only)
- **Gratz Park Master Plan** - Cost: \$ 120,000 (Fee only) LFUCG and the Gratz Park Neighborhood Association
- **UK Arboretum Children's Garden** - Cost: \$575,000
Keith Ingram, UK Capital Projects Management Division, 859.257.5911

Cardno ATC Project List

Reference - Joyce Thomas, Administrative Officer Senior, LFUCG, 859.258.3054

- **Idle Hour Park Improvements** - Cost: \$ 9,850
The geotechnical exploration included the advancement of 17 borings and 8 soundings located throughout the existing park site. A geotechnical report summarizing the findings and recommendations for site preparation and foundation and pavement design were provided.
- **Idle Hour Park Trunk Sewer** - Cost: \$ 16,900
The geotechnical exploration included the advancement of 59 soundings located at every 50 feet along the proposed trunk sewer route through the existing park and extending northward outside of the park . A geotechnical report summarizing the findings and recommendations for pipeline design were provided.
- **Lexington Senior Center at Idle Hour Park** - Cost: \$ 5,750
The geotechnical exploration included the advancement of 7 borings throughout the proposed building pad and pavement areas for the Lexington Senior Center at Idle Hour Park. A geotechnical report summarizing the findings and recommendations for site preparation and foundation and pavement design were provided. Additionally, Travis Andres, PE is the Geotechnical Engineer of Record for the project that is currently under construction. Additional recommendations for site development and foundation subgrade modification have been provided during construction.

LFUCG Senior Center

Lexington, Kentucky



The site for the new Lexington Senior Center emphasizes quality and vibrancy for Lexington's senior population, blending high quality design with a beautiful park setting. The site includes plaza spaces, cozy garden areas, a manicured lawn for outdoor activities and connections to the trails and amenities in Idle Hour Park. As the Senior Center is located within the Park, the design emphasizes providing model features for site sustainability, including interior parking rain gardens, biofiltration basins for on-site storm water detention, permeable pavers in parking areas and an emphasis on landscape and detail.

Client:
Lexington Fayette
Urban County Government

Joyce Thomas
Administrative Officer Senior
LFUCG
200 East Main Street
Lexington, KY 40507
(859) 258-3054

Cost: \$ 8.9M

Project is seeking
LEED Certification

Scope:

- Full site design and civil engineering documents and contract administration including all site elements, grading, storm water, sanitary sewer and potable water design
- Gardens, lawn and patio / plaza spaces included to promote a variety of outdoor experiences for Center patrons
- Site & Civil design and permitting through LFUCG and Kentucky Division of Water
- Coordination with LFUCG, Division of Parks & Recreation and Division of Water Quality
- LEED design, including sustainable site features such as a biofiltration / detention basin, permeable pavers, rain gardens in parking area

Elizabethtown Sports Park

Elizabethtown, Kentucky



“The Elizabethtown facility is a dramatic addition to our industry. It’s a head-turner. When we go to talk to tournament promoters at trade shows, they’re paying attention because it is tournament quality and large enough to hold regional and national events. It helps us sell Kentucky.”

*- Kevin Marie Nuss, Executive Director,
Kentucky Sports Authority*



Client:
Elizabethtown Tourism and
Convention Board

Client Contact:
Jana Clark
Elizabethtown Sports Director
270.765.2175

Cost: \$ 29 Million

KyASLA Honor Award for
Design Excellence
KRPS Facility Award

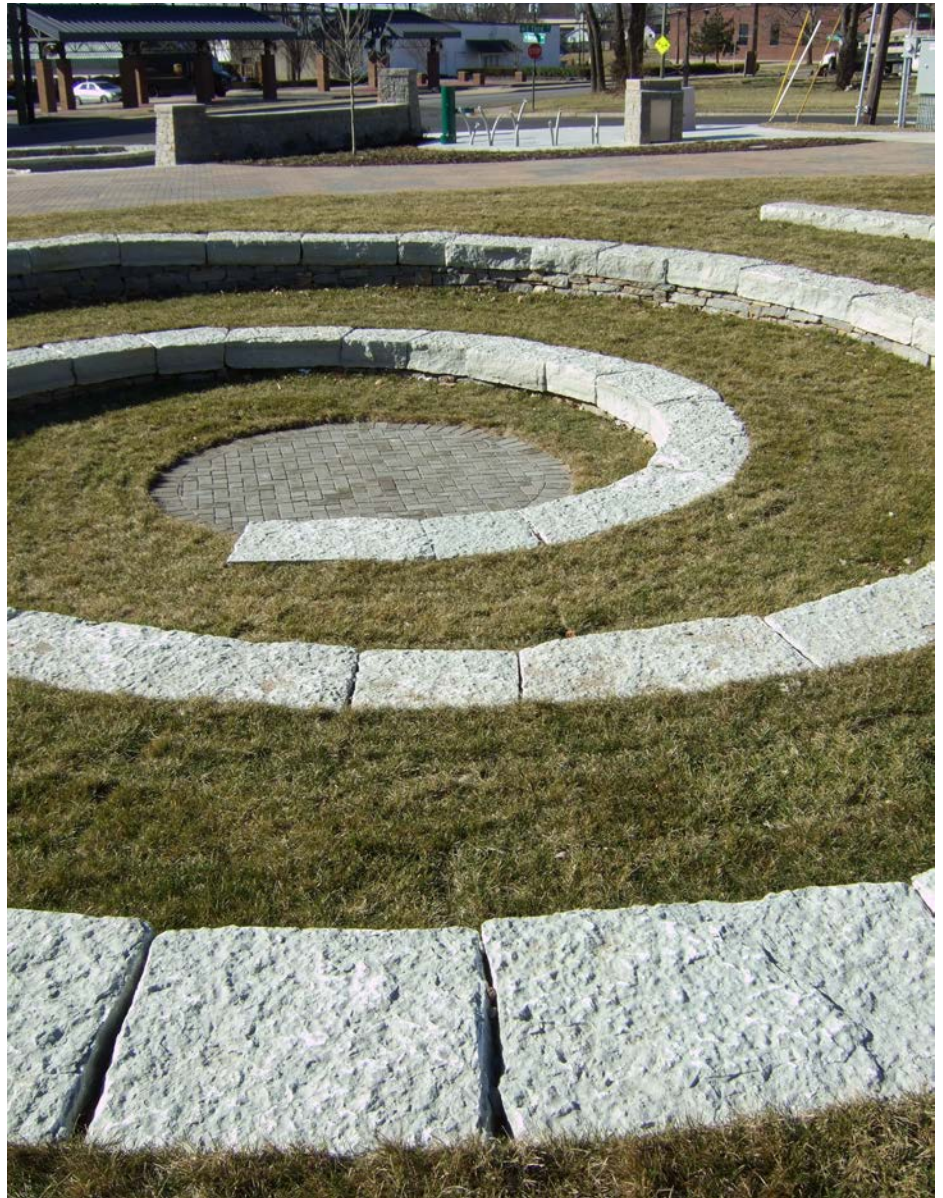
Element Design served as the prime consultant overseeing all aspects of the planning and design for this 158 acre sports facility

Scope:

- Eight Tournament Baseball Fields, four Tournament Women’s Fast Pitch Softball Fields, one Miracle Field, 10 Full Size Tournament Soccer Fields and two Championship Synthetic Turf Football/ Soccer Fields
- Three large pavilions, six concessions facilities, grandstands and press box, and a maintenance complex
- All roadways and parking lots, multiple Park entrances and gates, utility infrastructure, playgrounds, trails and full landscape development for the Park site and adjacent creeks
- Walking trails, playgrounds, picnic pavilions, interpretive environmental study area and biofiltration displays
- More than 4 acres of constructed wetlands for stormwater quality and quantity management

Isaac Murphy Memorial Art Garden Trail Head

Lexington, Kentucky



Client :
The Friends Of Isaac Murphy

Client Contact:
Keith Lovan, P.E.
LFUCG
Department of Engineering
859.258.3478

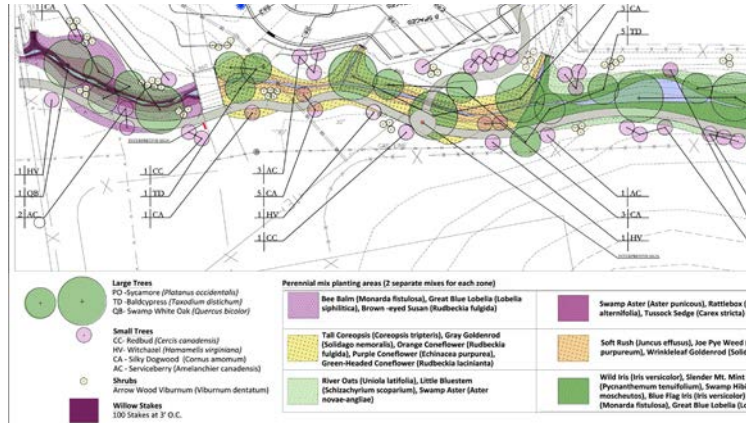
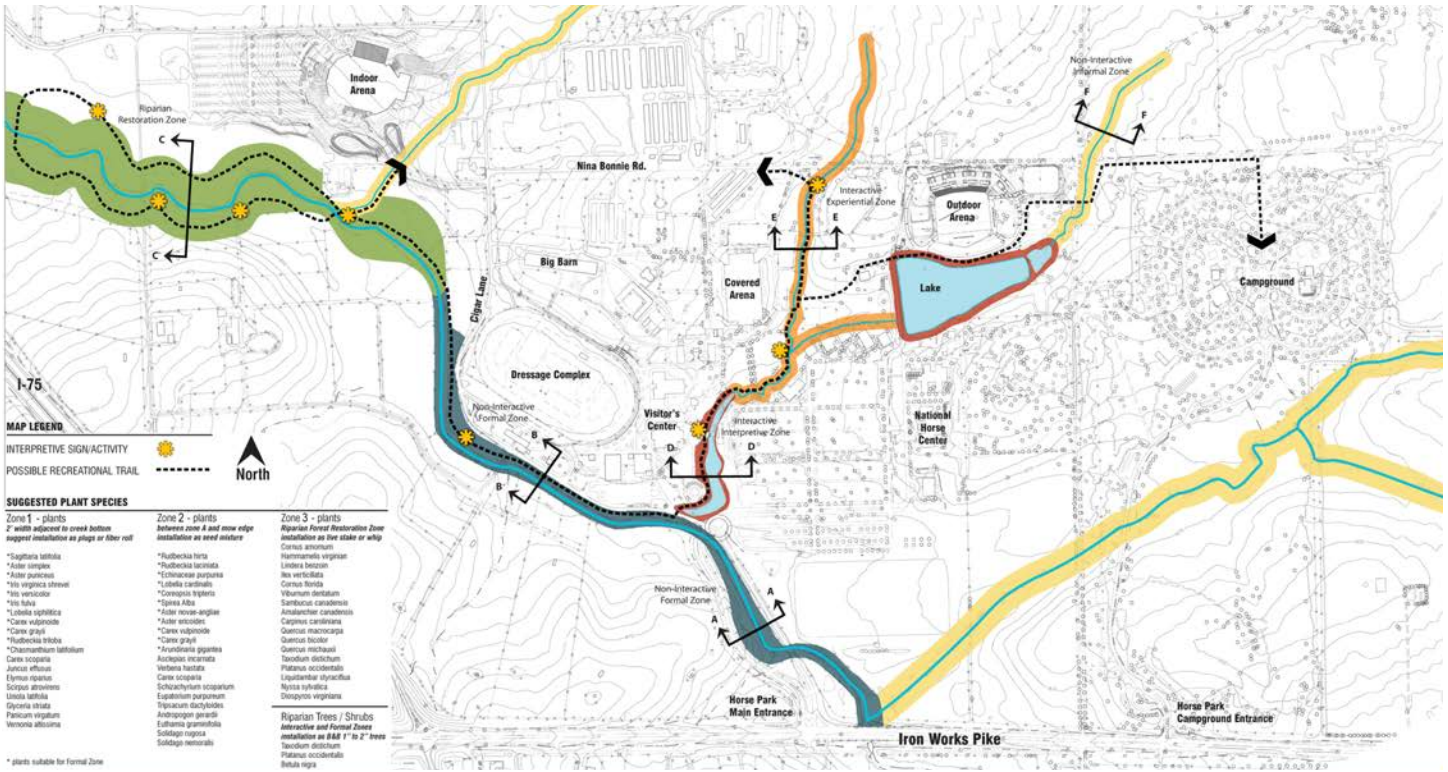
The Isaac Murphy Memorial Art Garden Trail Head is a community park that will incorporate site amenities to encourage social gatherings and to educate the public about nature, local heritage and the sport of horse racing. The garden is intended to serve as a trail head for The Legacy Trail at the east end of downtown.

Scope:

- Celebrate and Honor the legacy of the famous jockey Isaac Murphy specifically, and all other African Americans who have contributed to the Thoroughbred industry through the years
- Design, coordination & public meetings with local stakeholders, artists, and community members.
- Improvements include sculptures and art panels, amphitheater and performance space, interpretive signage, sidewalks, permeable pavers, stone seat walls, landscaping, site furnishings, site lighting and water line installation.

Kentucky Horse Park Cane Run Watershed Restoration

Lexington, Kentucky



Client:
 Commonwealth of Kentucky
 Division of Engineering and
 Contract Administration /
 Kentucky Horse Park

Client Contact:
 Amanda Gumbert
 UK College of Agriculture
 859.257.6094

Environmental Commission Award
 2010

Element Design worked in conjunction with the University of Kentucky College of Agriculture, Food and Environment to develop a watershed restoration master plan for the Kentucky Horse Park. The plan included identification of riparian areas, issues affecting water quality, and landscape and trail recommendations. A pilot project for a section of tributary within the Park was implemented with great success; the Park has since instituted "no mow" areas along creek edges throughout the Park.

Scope:

- Restoration of the riparian zones within Cane Run watershed to improve water quality
- Inventory and analysis of existing watershed conditions at the Park
- Creation of specific plant mixes for various riparian zones
- Development of a project phasing plan
- Landscape design for a restoration pilot program

Section 4: Project Work Plan (Item 5)

General Work Plan

We have reviewed the project schedule outlined in the RFP and find the time allotted reasonable, particularly given that we believe our team has the existing knowledge of LFUCG requirements, the site and the project to start quickly and stay **on task and on budget**. Regarding budget, our fee schedule has been included in this proposal; this fee is based on our own in-house estimate of the scope of construction costs as outlined in the RFP. However, we believe it is critical to quickly refine design parameters and **establish construction cost early and confirm often** throughout the design. To that end, we have developed a preliminary check list of tasks and deliverables below:

Phase A Project Checklist

Inventory Phase- assemble base mapping + inventory site + analysis of existing conditions and issues
Design Charrette with LFUCG / Stakeholders- graphic base mapping and materials + charrette agenda
Refine project goals and objectives based on Charrette and other input
Schematic design + review with LFUCG
Identify Geotechnical investigation parameters and locations (Element + Cardno)
Phase A deliverables to LFUCG

- 11x17 Site Plan package to include: SWPPP / EPSC, Demolition, Site Schematic, Site Utility (Plumbing) Schematic, Grading + Drainage, Site Layout
 - Phase A Outline Specifications (all specifications including Division 1) + Design Narrative
 - Project Schedule
 - Phase A Cost Estimate
 - Permit Identification List – LFUCG Engineering + Division of Water Quality, DoW, USACE, etc.
 - Geotechnical Report + Recommendations (Cardno)
- LFUCG Phase A Review + Authorization to Phase B

Phase B Project Checklist

Continued regular review with LFUCG + Stakeholders throughout Phase B
Phase B deliverables to LFUCG

- Full size 24x36 site package to include: SWPPP / EPSC, Demolition, Site Layout + Materials, Site Grading + Drainage, Site Utilities, Construction Details
 - Phase B Outline Specifications (including material and equipment identification and applicable calculations) + Design Narrative
 - Project Schedule
 - Phase B Cost Estimate
 - Permit Checklist
- LFUCG Phase B Review + Authorization to Phase C

Phase C Project Checklist

Submittal and review of documents with LFUCG at 25%, 50%, 75% and 100% intervals
Phase C deliverables to LFUCG

- Full size 24x36 site package to include: SWPPP / EPSC, Demolition, Site Layout + Materials, Site Grading + Drainage, Site Utilities, Construction Details
- Phase C Full Specifications (full specifications including Division 1) + Design Narrative
- Project Schedule
- Phase C Cost Estimate
- Permit Checklist
- Preparation of all final bid document masters for distribution, including drawings, specifications, aids to advertisement, coordinated with LFUCG front end specifications

Submittal for permitting through LFUCG and DoW at minimum + other agencies as applicable
LFUCG Phase C Review + Authorization to submit Documents for reproduction and bidding, hard copy + electronic format

Section 4: Project Work Plan (Item 5)

Phase D Project Checklist

Bidding + Negotiations

- Conduct Pre-Bid meeting on site
- Respond to questions during the bidding period and provide written addenda for distribution
- Attend bid opening and review bidder qualifications
- Verify final permitting is in place

Construction Administration

- Schedule regular progress meetings and prepare meeting Agendas, coordination with LFUCG
- Keep construction logs for ASI's, RFI's, PR's and Change Order, up to date
- Prepare regular field reports and note any issues / deficiencies
- Prepare any revision drawings or clarifications
- Prepare Change Order documents for submittal to LFUCG
- Review pay applications

Punch List Inspections + Project Close-Out

- Review all items for compliance with Documents, all permitting requirements and applicable codes
- Conduct final walk-through with LFUCG and stakeholders
- Prepare Substantial Completion and Final Completion punch lists – verify completion of all items
- Coordinate preparation of any O&M manuals and Owner training as needed and submit to LFUCG
- Prepare Record Drawings from changes and Contractor as-built drawings from the field, hard copy and electronic files (AutoCAD and pdf).

Team Collaboration + Quality Control

Element has served as the prime design firm on many large scale projects in the past and has developed a process for establishing internal deadlines and assuring team members stay on task. Because the majority of this project will be performed in-house, coordination with outside firms will be minimal, but we will keep our team on task by establishing the following early in the project:

- A clearly defined, published project schedule with individual task items assigned to each schedule item
- Weekly in-house team progress meetings to review progress and questions
- Check sets to verify progress and cross coordination at regular intervals, with verification against the established milestone checklist above
- Principal in Charge (Ms. Fry) will be responsible for reviewing documents internally for quality and coordination at regular intervals (25%, 50%, 75%, 100% at each phase of the project).
- Regular team / LFUCG review meetings to verify the project stays on task and on budget, per the above project list
- Construction administration will focus on reviewing work in the field for adherence to Contract Documents, applicable agency requirements and site permits.
- Construction administration documentation will focus on keeping an organized record of project conditions, changes, questions and clarifications, and working with the greater team (LFUCG, design and the Contractor) to assure to the greatest extent possible that the project is delivered on time and on budget.

Sustainability

Element has extensive experience working on both LEED accredited projects, and in the field on sustainable site design. While this project is not a LEED project, we seek to adhere to as many of the sustainable site practices outlined within LEED as possible given the site, the project objectives, and the budget. These goals include storm water quantity and quality management (also a requirement of LFUCG), inclusion of greenspace, use of native plant materials + no use of irrigation, and potentially recommendations for future site lighting that meets requirements for full cut-off fixtures and uses LED light sources.

Section 5: Additional Information

Firm Submittal Page
Affidavit
Affirmative Action Plan and Equal Opportunity Agreement
Work Force Analysis Form
LFUCG MWDBE Participation Form
LFUCG MWDBE Substitution Form
LFUCG MWDBE Quote Summary Form
LFUCG Subcontractor Monthly Payment Form
LFUCG Good Faith Efforts
General Provisions
Conflict of Interest Statement (Item 2.i)
KY Permit and Registration
Acknowledgement of Addendum #1

Firm Submitting Proposal: Element Design

Complete Address: 400 Old Vine Street Ste., 206 Lexington, KY 40507
Street City Zip

Contact Name: Ramona Fry Title: Principal

Telephone Number: 859.389.6533 Fax Number: 859.389.6534

Email address: ramona@element-site.com

AFFIDAVIT

Comes the Affiant, Element Design, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Ramona Fry, RLA and he/she is the individual submitting the proposal or is the authorized representative of Element Design, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Element Design _____

STATE OF Kentucky _____

COUNTY OF Fayette _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by Stacey Herron on this the 14 day of April, 2015.

My Commission expires: 11.21.17 _____



NOTARY PUBLIC, STATE AT LARGE



Section 5 LFUCG Required Materials -
Affirmative Action Plan and Equal Opportunity Agreement

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:


The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

Element Design

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Element Design

Date: 04 / 14 / 15

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators											
Professionals		3	4								
Superintendents											
Supervisors											
Foremen											
Technicians											
Protective Service											
Para-Professionals											
Office/Clerical			1								
Skilled Craft											
Service/Maintenance											
Total:		3	5							3	5

Prepared by: Stacey Herron Marketing Coordinator
Name & Title

Section 5 LFUCG MWDBE Participation Form



LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # RFP # 11-2015

The MWDBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

MWDBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.			
2.			
3.			
4.			

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Element Design _____

Company

04.14.15 _____

Date

Ramona Fry, RLA _____

Company Representative

Principal _____

Title



LFUCG MWDBE SUBSTITUTION FORM
Bid/RFP/Quote Reference # RFP # 11-2015

The substituted MWDBE subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Element Design

Company
 04.14.15

Date

Ramona Fry, RLA

Company Representative
 Principal

Title

Section 5 LFUCG Quote Summary Form



MWDBE QUOTE SUMMARY FORM

Bid/RFP/Quote Reference # RFP # 11-2015

The undersigned acknowledges that the minority subcontractors listed on this form did submit a quote to participate on this project.

Company Name Element Design	Contact Person Ramona Fry, RLA
Address/Phone/Email 400 Old Vine Street, Ste 206 Lexington, KY 40507	Bid Package / Bid Date RFP #11-2015 / 04.14.15

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Element Design _____

Company

04.14.15 _____

Date

Ramona Fry, RLA _____

Company Representative

Principal _____

Title

Section 5 LFUCG Subcontractor Monthly Payment Form



LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with MWDBE vendors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

Bid/RFP/Quote # RFP # 11-2015

Total Contract Amount Awarded to Prime Contractor for this Project _____

Project Name/ Contract #	Work Period/ From: _____ To: _____
Company Name:	Address:
Federal Tax ID:	Contact Person:

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

Element Design
Company
04.14.15
Date

Ramona Fry, RLA
Company Representative
Principal
Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # RFP # 11-2015

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE business enterprises on the project and can supply the appropriate documentation.

_____ Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.

_____ Included documentation of advertising in the above publications with the bidders good faith efforts package

_____ Attended LFUCG Central Purchasing Economic Inclusion Outreach event

X _____ Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities

_____ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms

_____ Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).

_____ Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

_____ Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

X _____ Followed up initial solicitations by contacting MWDBEs to determine their level of interest.

Section 5 LFUCG Good Faith Efforts

- _____ Provided the interested MWDBE firm with adequate and timely information about the plans, specifications, and requirements of the contract.
- _____ Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even when the prime contractor may otherwise perform these work items with its own workforce
- _____ Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.
- _____ Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
- _____ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.
- _____ Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal
- _____ Made efforts to expand the search for MWBE firms beyond the usual geographic boundaries.
- _____ Other - any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.

Section 5 LFUCG Good Faith Efforts

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Element Design

Company

Ramona Fry, RLA

Company Representative

4.14.15

Date

Principal

Title

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or

attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
- (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.

15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.
16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.



Signature

04.14.15

Date

Section 5 Conflict of Interest Statement (Item 2.i)

III. CONFLICT OF INTEREST To your knowledge, do either you or your immediate family have any interest in property, tangible or intangible, or any other assets or business that may constitute or cause a conflict with your official duties? If yes, please explain. See Section 25-17(h).

[] Yes [X] No

Explanation: _____

Any individual who knowingly and willfully provides false, misleading, or incomplete information in this form shall be subject to the penalties provided in Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances and to criminal prosecution for violation of KRS 523.040.

Signature: Ramona Fry, RLA Date 4.14.15

COMMONWEALTH OF KENTUCKY) COUNTY OF FAYETTE) The foregoing Statement of Financial
Interests was subscribed, sworn to and acknowledged before me by Stacey Herron
on this the 14 day of April, 2015.

My commission expires: 11.21.17



NOTARY PUBLIC, STATE AT LARGE, KY



Section 5 KY Permit and Registration

**MUST BE SUBMITTED WITH PROPOSAL
KENTUCKY PERMIT AND REGISTRATIONS**

Provide the Kentucky Permit for any Firm providing Engineering Services as defined under KY Law

Firm Name	Discipline	Permit #	Permit Expire Date
Element Design	Civil Engineering	2811	12-31-15

Provide the Kentucky Registration # of each individual listed in your proposal that is providing Architectural an/or Engineering services as defined under Kentucky Law.

Firm Name	Individual	Discipline	Registration #	Registration Expire Date
Element Design	Vaughan Adkins	Civil Engineering	22305	12-31-2015
Element Design	Mark Arnold	Landscape Arch	423	6-30-2015
Element Design	David White	Landscape Arch	519	6-30-2015
Element Design	Ramona Fry	Landscape Arch	661	6-30-2015
Element Design	Morgan Dye	Landscape Arch	664	6-30-2015
Element Design	Liz Piper	Landscape Arch	821	6-30-2015

STATEMENT OF COMPLIANCE

I certify, under penalty of perjury, that I have provided all pertinent information required by this form and this information is true and accurate. I also certify that I have completely read and understand this form and will comply with these requirements during the life of any contract awarded.

AUTHORIZED SIGNATURE	Ramona Fry, RLA Printed Name
Principal Title	4.14.15 Date

Design Services for Idle Hour Park Improvements (revised 4/2015, Add #1
Request for Proposal No. 11-2015
Form of Proposal

Consultant:

Element Design

Address:

400 Old Vine Street, Suite 206

Lexington, KY 40507

1. General

- a. The undersigned Consultant, having read and examined the specifications and associated documents for the above designated work, affirms agreement to complete all work in accordance with the contract documents.
- b. The selected Successful Consultant (SC) shall verify all mentioned requirements in these contract documents. The SC shall confirm in writing any discrepancies found within one week of being informed of successful proposal.
- c. The undersigned agrees that this proposal constitutes a firm offer to LFUCG which cannot be withdrawn for one hundred twenty (120) calendar days from and after the stated closing time, or until a contract is fully executed by LFUCG and a third party, whichever occurs earlier.
- d. The Consultant shall include Technical Information as required herein.

2. Submittal Requirements: Interested firms are encouraged to submit their qualifications which will include the information below. Failure to comply with this requirement may lead in disqualification of the Consultant's proposal:

- a. Signed cover letter stating interest in the project. The cover letter should indicate the proposer's willingness to enter into an agreement with the LFUCG. An officer of the company who has authority to commit their firm to the proposed project must sign the letter.
- b. Additional company information to be provided shall include company history, key management members, major accomplishments, inter-company or third party alliances or partnerships, and any major pending litigation and facts of the case(s).
- c. Narrative on how customer satisfaction is tracked.
- d. Copies of written training program and quality control program.
- e. Provide the current number of employees and employee types.

- f. Statement of general firm qualifications and capacity which should include firm location, where the work will be performed, and the firm's background and demonstrated ability to perform the required services for this project.
 - g. Project Team list including sub consultants indicating key professionals that will be specifically assigned to work on this project. Identify project manager. Detailed resumes for the key professionals and project manager should be included with the proposal. Describe team members' educational background, related experience, experience in providing like services to governmental entities, and individual references within such entities. Describe how the team has worked together on similar projects in the past.
 - h. Summary of firm's recent (5 year) experience in similar/representative projects including construction costs and references.
 - i. Conflict of Interest Statement clearly stating the proposer has no conflicts of interest in providing professional services on the project.
 - j. Approach to project inclusive of proposed work scope, preliminary design concepts, approach, and related considerations.
 - k. Ability to meet required deadlines including demonstrating the ability to integrate this project into the firm's present workload (provide current and projected staff workload data).
 - l. References: names and contact information of previous clients on similar projects within the past five (5) years with a description of the type of project completed on schedule and on budget. A minimum of three references is required.
- 3. Proposals will be limited to 20 pages not including the required LFUCG documents. Proposals in excess of 20 pages single-sided pages in length may not be considered.
 - 4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. LFUCG assumes no responsibility for such costs. LFUCG reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.
 - 5. **Work Plan:** Consultant shall provide a plan to complete the work described herein in submitted proposal. Included in work plan shall be:
 - a. A check list of what specific deliverables will be provided at each design phase and/or milestone and what discipline in their team will provide that deliverable.
 - b. A specific budget and schedule to complete services described herein.
 - c. An explanation of the communication/documentation and collaboration plan.
 - d. A team plan on sustainable design.
 - e. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines.
 - f. An explanation of the team Quality Control Program from design through construction administration.

6. Lump Sum Pricing

- a. All Lump Sum Pricing shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.
- b. Provide Firm Lump Sum Cost for providing LFUCG with services as noted in these specifications.

Phase A Cost (Total Cost of Services Below)	\$ 14,000
Geotechnical Survey Allowance:	\$ 10,000.00
Schematic Design:	\$ 4,000

The LFUCG reserves the right to negotiate the following fees with the selected Consultant for Phase A or solicit new proposals for Phases B - D. Phase B - D proposals shall be valid for 12 months from contract award.

Phase B (Design Development) Cost	\$ 3,200
Phase C (Construction Documents) Cost	\$ 7,000
Phase D Cost (Total Cost of Services Below)	\$ 8,800
Bidding Assistance:	\$ 1,600
Construction Administration:	\$ 6,000
Punch List, Inspections, & Close Out:	\$ 1,200

7. Unit Pricing

- a. LFUCG reserves the right to increase or decrease frequencies of unit cost i.e., each task and / or services under this agreement. If Additional Services are requested, the base contract may be increased and/or decreased on the basis of these proposed unit rates. No price adjustments will be made, unless mutually agreed to in advance or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).
- b. All Unit Pricing Hourly Rates shall include all direct labor, any supervision required, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc.) disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
<u>Principal of Firm/Professional</u>	<u>\$125.00 /HR</u>
<u>Project Engineer/Landscape Architect (other than principal)</u>	<u>\$100.00 /HR</u>
<u>Sr. Project Manager (or Landscape Architect in Training)</u>	<u>\$75.00 /HR</u>
<u>Geotechnical Engineer</u>	<u>\$130.00 /HR</u>

- c. Additional Services may require procurement beyond the base contract. Procurement shall comply with the specifications set forth herein. The Consultant markup over the invoiced price shall be 0 %

8. Add Alternates

- a. OWNER reserves the right to accept or reject any add alternates to the lump sum base bid.
- b. Provide complete pricing to make application for a Conditional Letter of Map Revision (CLOMR) if it is deemed necessary for this project.

\$ 6,000 _____

- c. Provide complete pricing to make a request a Letter of Map Revision (LOMR) if it is deemed necessary for this project.

\$ 12,000 _____